



United States Court of Appeals for the Fourth Circuit

IT Security Intern

Announcement #: 2018-ITSI
Location: Richmond, VA
Closing Date: Open until filled. Preference given to application packages submitted by April 20, 2018.

Grade/Salary:	CL-23 – Approximately \$16 to \$26 per hour. CL-24 - Approximately \$18 to \$29 per hour. CL-25 - Approximately \$20 to \$32 per hour. Salary is commensurate qualifications in accordance with the U.S Courts Guidelines.
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Appointment:	Full-time/Temporary - This is a temporary position with an expected duration of approximately 8 weeks (may be extended) starting in May. More than one appointment may be made from this announcement.
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Position Overview

The IT Security Intern's primary responsibility is to run baseline security scans of systems, devices, and equipment, and to recommend and remediate findings.

Representative Duties

- Interpret data; perform document analysis; create templates for documentation; and recommend actionable plan to remediate findings.
- Assist the IT Security Officer with ongoing projects, as needed.
- Assist with IT software and equipment inventory as well as the excess process.
- Other duties as necessary or assigned.
- Some travel may be required.

Qualifications

- High School diploma or equivalent.
- Knowledge of the rules, regulations, procedures and best practices of IT security.
- Ability to run scans and document results; analyze and recommend solutions.
- Ability to work both independently and collaboratively.
- Ability to communicate professionally and with tact both orally and in writing. Possess excellent organizational and interpersonal skills.
- Must exercise appropriate discretion in dealing with confidential information.
- CL-23 – Two years of general experience that indicates possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted on the basis of one academic year equals one year of general experience.
- CL-24 & CL-25 - One year of specialized experience (equivalent to CL-23 and CL-24, respectively) that is in, or closely related to, the work of the position and which has demonstrated

the particular knowledge, skills, and abilities necessary to successfully perform the duties of the position.

Application Procedure

To apply, email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position and (2) an **AO78–Application for Employment**, located at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment> to the HR Administrator at **ce04_vacancy@ca4.uscourts.gov** in a single PDF document. Please include the title of the position in the subject line of the email. Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted. Reimbursement for interview-related travel expenses is not provided.

Conditions of Employment

Applicants must be citizens of the United States or meet requirements under current law. Employees of the federal judiciary serve under “Excepted Appointments,” and are thus “at-will.” Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. The appointment to the position is provisional pending a suitability determination by the Court based on the results of a background check that includes fingerprinting. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.